

**EFFECTIVE**

July 1, 2012.

**Subject**

Child Protective Services (CPS) required checks for American Indian tribal affiliation.

**AMERICAN INDIAN  
TRIBAL AFFILIATION****PSM 712-5**

At intake, inquiries must be made with the reporting source to ascertain the tribal affiliation of a child or parent.

**Confirmed  
Affiliation and  
residing on tribal  
land**

If the family resides on tribal land, the intake worker must contact the tribe and provide the complaint information. The tribe will determine if the complaint will be investigated.

**Confirmed  
Affiliation and not  
residing on tribal  
land**

If the reporting source provides a confirmation that a child or parent is a member of a American Indian tribe **and the intake supervisor has decided to assign the case**, the intake worker will:

- Make telephone contact with the tribe.
- Document the contacts made and the tribal affiliation in SWSS-CPS.
- Forward the information to the tribe.
- Forward the investigation to the local office.

**Note:** The investigative worker is responsible for completing the DHS-120 forms.

If the referral is rejected or screened out at intake, the intake worker is to document tribal affiliation into SWSS. No notification will be made to the affiliated tribe.

**Uncertain  
Affiliation**

If the reporting source is uncertain of tribal affiliation, the intake worker will document the response in SWSS. The investigative worker is also responsible to inquire about tribal affiliation throughout the course of the investigation.

**Reporting Source  
Indicates No  
Affiliation**

If the reporting source states there is no tribal affiliation, this information will be documented into SWSS by the intake worker. The investigative worker is still required to determine if there is any tribal affiliation throughout the course of the investigation.

See the Native American Affairs (NAA) policy located in the On Line Manuals for additional information.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**